

**I MEF INSPECTOR GENERAL
COMPLAINT FORM**
Email: IMEFINSPECTOR@usmc.mil

This form is provided to help individuals recall all the pertinent information they wish to report. Once you fill out and save a copy of this form for your own records, Email a copy to the I MEF Inspector General. If you have not already done so, review the 4-Step Hotline Complaint Process below.

Step 1:	Determine the best method to address your issue.
Step 2:	Review the Frequently Asked Questions (FAQS) so that you will know what to expect when you file a hotline complaint.
Step 3:	Prepare your complaint for submission to the I MEF Inspector General.
Step 4:	<u>File a complaint with the I MEF Inspector General.</u>

1. Do you wish to remain anonymous?

Yes No

(If yes, do not identify yourself below)

2. If no, do you want confidentiality?

Yes No

(If yes, identify yourself below. We will not release your name without your consent.)

3. Are you willing to be interviewed?

Yes No

4. Your Name: (no nicknames please)

First - _____

Last - _____

Mailing Address:

Address Line 1 – _____

Address Line 2 – _____

City – _____ State – _____

Zip code – _____ Country – _____

Home Telephone: (Area Code & number) (Include country code, if applicable)

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Work Telephone: (Area Code & number) (Include DSN and/or country code, if applicable)

E-Mail Address:

5. Who is involved? Include everyone's first and last names, rank/pay grade, and duty station/place of employment. (Attach additional sheets if necessary)

Subject(s): Who performed the wrongdoing?

Witness(es): Who are the witnesses?

6. What did the subject do or fail to do that was wrong?

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7. What rule, regulation or law do you think the subject(s) violated?

8. When did the incident occur? Provide dates and times or "Early 2009," etc

9. Where did the incident take place? What location, command etc.?

10. Why do you think the incident took place?

11. How have you tried to resolve the problem? Have you contacted your chain of command? Have you contacted your local Command Inspector General? Have you tried to resolve your complaint using an established process such as Bureau of Corrections of Naval Records, Informal Resolution System, EO/EEO or legal system?

12. What do you want the I MEF IG to do?

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface.